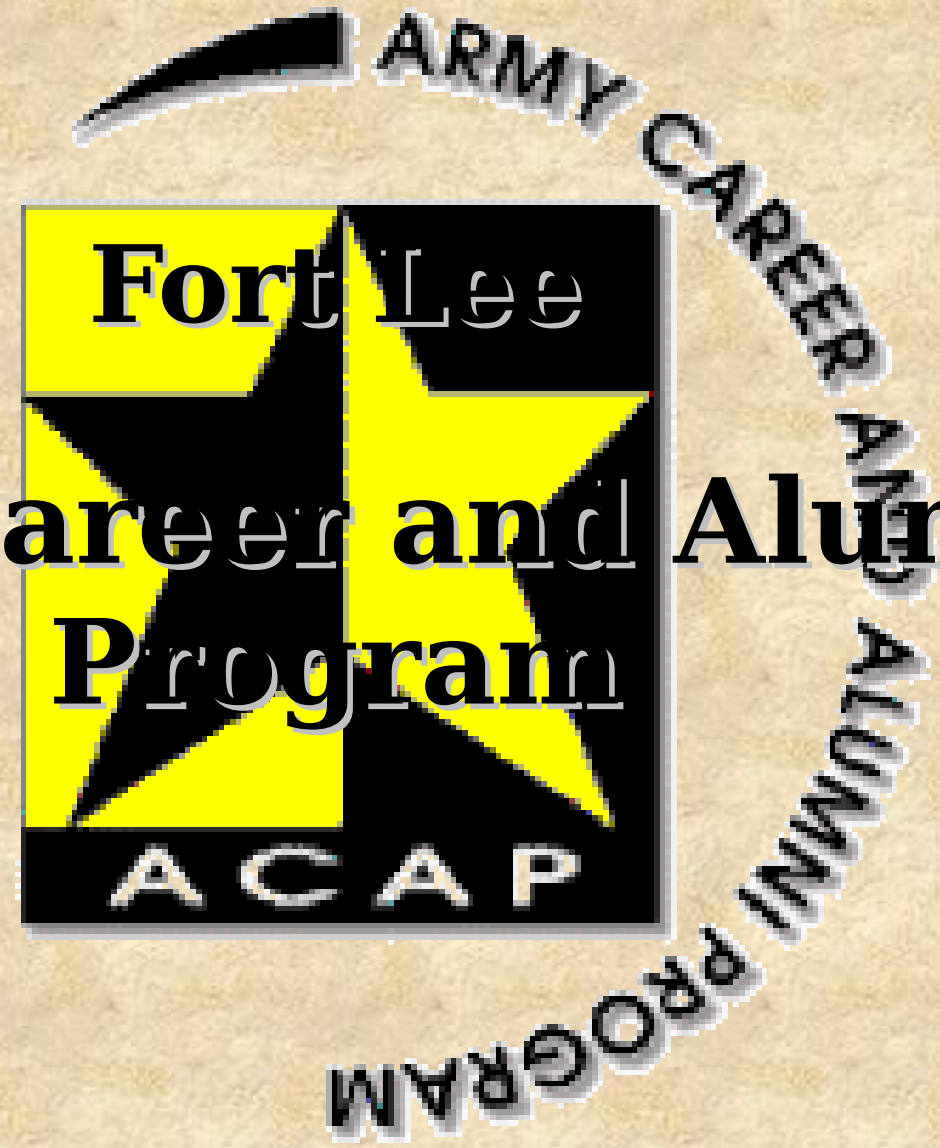

Fort Lee Army Career and Alumni Program

ACAP

- **Congressionally Mandated**
- **A promise the Army makes to Soldiers**
- **Something you have earned**
- **An example of giving support to the**

military family

The ACAP Process

Phase 1: Preseparation Briefing

- **Required by law for all retiring or separating Soldiers**
- **Can be done up to two years in advance of retirement date**
- **Once completed, a soldier has access to all ACAP services**
- **Briefing takes about one hour**

The ACAP Process

Phase 2: Transition Assistance Program

- **2.5 day workshop presented by DOL**
- **Topics include:**
  - **Goal setting**
  - **Career exploration**
  - **Strategy for a job search**
  - **Resume writing**
  - **Interviewing practice**
  - **Reviewing job offers/Negotiation Skills**

The ACAP Process

Phase 2:
Veterans' Affairs Briefings

- **VA Benefits Briefing**
  - **Compensation and Pension**
  - **Health Care**
  - **Vocational, Rehabilitation & Employment**
  - **Home Loan Guaranty**
- **VA Disabled Transition Assistance Program Briefing (DTAP)**
  - **Who should attend: Service members <u>and</u> veterans who have or suspect they have:**

    -A service connected disability or

    -An injury or illness that was

The ACAP Process

Phase 3:
On-going Use of
ACAP Services

- **Lifetime support for Retiree and spouse**
- **Individual counseling**
- **Additional seminars**
- **Civilian and federal resume assistance**
- **Interview preparation**
- **Completion of individual transition plan**
- **Use of any ACAP center world-**

The ACAP Process

Phase 3: Additional ACAP Services

- **Proof reading by experienced counselors**
- **Transition Library**
- **Occubrowse**
- **Resume and cover letter writer program**
- **Internet access and assistance with job searching**
- **Use of FAX for job searches**
- **Use of telephone for job**

ACAP On-Line Secure Portal

Your express route to ACAP services:

- **Register for and schedule ACAP services from home or the workplace**
- **Gives you access to valuable tutorials on important job search topics**
- **Allows you to use a resume/cover letter writer designed specifically for Soldiers**

https://www.acap.army.mil

EMPLOYMENT & INFORMATION OPPORTUNITIES

- Career Days
- Job Fairs
- Other Events

Fort Lee ACAP Office

Soldier Support Center
1401 B Ave. - Bldg. P3400 – Rm 126
734-6612

acap.lee@serco-na.com
https://www.acap.army.mil